
Power User Tool

The standard MAT Station Configuration window allows you to easily add or modify a few stations at a time. However, creating or maintaining large groups of stations quickly (as when establishing a new site) is better handled using the Power User tool.

The Power User Forms window minimizes the actions required to add a station, eliminates up-front configuration of line cards and numbering plan, and allows you to create specialized installation *forms* that include only the station fields that you decide you need to configure stations.

Note: At any time while using the Forms window, you can press <F1> for on-line reference information on the current field.

Concepts for the Power User tool

The concepts of *forms*, *templates*, and *filters* are important to understand before using the Power User tool.

Forms and templates

A *form* (a file that you can design) acts as a *filter* to determine which fields (of the hundreds possible) are displayed in the Power User Forms window for you to edit. When it's time to use the form, you fill in the station values as needed for the first station, save them, and move to the form for the next station in the group that you are adding. You create a form file (a list of only those station definition fields you wish to see in the order in which you want to see them) using the Forms Editor.

A *template* places default values in some of these fields to save you the repetitive task of adding the same value to station after station. You create a template file (a partially filled-in station) using the template view in the Station module.

Note: The function of templates is identical in the standard Graphical user interface and the Forms interface.

This means that a form, used in conjunction with a template, provides you with a station definition window including only those fields that you wish to edit, and with many fields already configured by the template with values of your choosing.

The fields configured by the template are not displayed—this lessens the clutter on the screen. This means that you work with only those fields which must be “personalized” for this station—you do not waste time moving through already-configured fields.

You view and edit these station configuration fields in a window called the *Forms Interface*.

Filters

There are hundreds of fields in a station, yet you are probably interested in only a few. The form file that you define acts as a filter to allow only the fields of interest to appear in the forms interface station definition window.

MAT automatically performs a second filtering to determine which of the station fields defined in the form file actually apply to the current station. This *applicability* filter is based upon site data (X11 software release, option packages, customer options) and the type of the current station.

There are two important benefits to this applicability filter, as follows:

- Form files are independent of sites, and, therefore, X11 software release, options packages, and customer options

For example, a form file may contain fields that apply to release 20, but not to release 19. You may safely use this form with release 19 sites, since the release 20 fields will not be displayed.

- Form files are independent of station types

A single form file may include both single line FTR's and multi-line keys. If the form is used to display a single line station, then the FTR'S—but not the keys—are displayed. If the same form is used to display a multi-line station, then the keys—but not the FTR's—are displayed.

Using the power user forms interface

You use the forms interface to add one or many stations to a site, as described in this section. “Designing forms and templates using the forms editor” on page 160 describes the process of creating forms and templates.

Forms interface window buttons

Figure 67 on page 143 shows the forms interface window. The following buttons appear at the top of the window:

- **OK**—(Single station adds only) Saves the current station and closes the window.
- **Next**—(Multiple station adds only) Saves the current station, and opens the next blank station form.
- **Previous**—(Multiple station adds only) Saves the current station and opens the previously-created station.
- **Cancel**—Cancels any changes to the current station and closes the window. Any stations created before the current station while using this form are still in place.
- **Validate**—Validates all current station values.
- **Print**—Prints a a short form for the current station. This printout shows all values in the station, not just those on the form. (This is a quick way for you to check the value of a field not on the form.)
- **Help**—Opens Windows Help.

Forms interface message bar

The message bar at the bottom of the window has two panels. The left panel provides a description of the current field. The right panel displays hint text for the current field—for example, the hot keys to invoke the DN and TN lists where appropriate.

Keyboard shortcuts

In the procedures that follow, keyboard shortcuts are shown in brackets. For example, <Alt>F-O opens a site.

Adding a single station or template

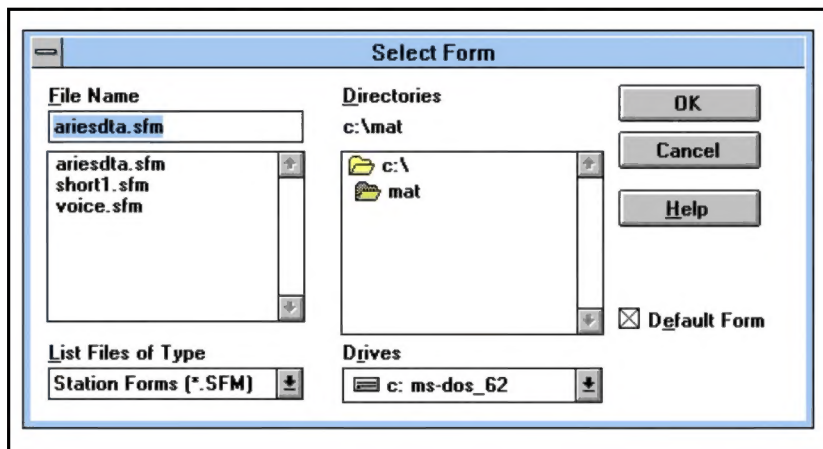
- 1 From the Forms menu, select Forms Interface. <INS>

This is a toggled menu item—clicking it places a checkmark next to the name (selects it), and clicking again removes the checkmark (deselects it).

- 2 From the Forms menu, choose Select Form. <Alt>O-S

The Select Form dialog appears. This is a standard Windows file open dialog. See Figure 79.

Figure 64
Select Form dialog



MAT provides the following example forms for you to use in creating forms that meet your needs:

- ARIESDTA.SFM—designed for M2xxx and M3xxx data stations
- VOICE.SFM—designed for all types of voice stations (single and multi-line)
- Default form—A general-purpose form that includes most station fields. This is a good starting point for a form with many fields. You choose to use this form by selecting the Default Form check box.

3 Select the form from the list box or select the Default Form check box. Click OK.

4 From the View menu, select Station to add a station or select Template to add a template. <Alt>V-S

The existing stations (or templates) for the site appear in the MAT Station Configuration window.

5 From the Edit menu, select Add. <Ins>

The Add Station dialog, Figure 65 (or Add Template dialog, Figure 65) appears.

Figure 65
Add station dialog

Add Station

Number of Stations to Add:

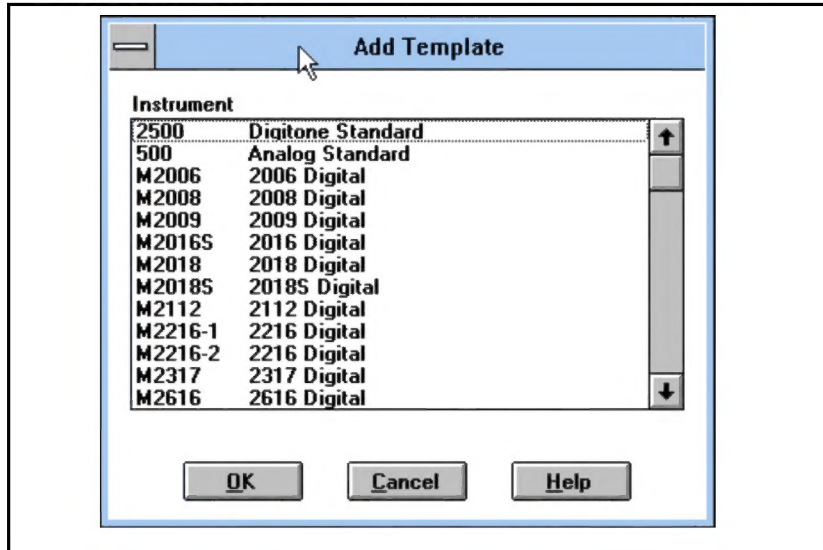
Customer Number:

Template	Instrument
2006Temp	2500 Digitone Standard
2018temp	500 Analog Standard
2112Temp	M2006 2006 Digital
2216-1Temp	M2008 2008 Digital
2317Temp	M2009 2009 Digital
2500Temp	M2016S 2016 Digital
3000Temp	M2018 2018 Digital
500Temp	M2018S 2018S Digital
MCUTemp	M2112 2112 Digital
saas	M2216-1 2216 Digital

☐ Automatic Directory Number Assignment

☒ Automatic Terminal Number Assignment

Figure 66
Add Template dialog



- 6 If you are adding stations, follow these steps:
 - a Enter “1” in the Number of Stations to Add field.
 - b Select the Customer Number in the pull-down box.
 - c Choose a Template or Instrument.

If you choose a Template, some fields will be filled in with the default values that you chose when designing the template.

 - d Click the check boxes to automatically assign DN or TN, as desired.
 - 7 If you are adding a template, select a template from the list.
 - 8 Click the OK button to open the Forms Interface window.
- The single station add form appears. See Figure 67.
- 9 Fill in the fields as described in “Station fields” on page 151.

Figure 67
Single station add form

Add Station

Number of Stations to Add:

Customer Number:

Template	Instrument
2006Temp	M2216-1 2216 Digital
2018temp	M2216-2 2216 Digital
2112Temp	M2317 2317 Digital
2216-1Temp	M2616 2616 Digital
2317Temp	M3000 3000 Touch
2500Temp	M8009 8009 Analog
3000Temp	M8314 8314 Analog
500Temp	M8417 8417 Analog
MCUTemp	M9009 9009 Analog
saas	M9216 9216 Analog

☐ Automatic Directory Number Assignment

☐ Automatic Terminal Number Assignment

OK **Cancel** **Help**

- 10** When you have entered all desired values, Click the OK button.

This saves the station and closes the forms interface window.

- 11** For stations: If you are in Maintenance mode, the synchronization dialog appears. Fill in the dialog in the same way as with the standard interface. Click the OK button.

To invoke synchronization manually if you are in Installation mode, use the Synch menu.

Updating a single station (or template)

- 1 From the Forms menu, select Forms Interface. <Alt>O-F

This is a toggled menu item—clicking it places a checkmark next to the name (selects it), and clicking again removes the checkmark (deselects it).
- 2 From the View menu, select Station. <Alt>V-S

(To modify a template, select Template. <Alt>V-T

The existing stations (or templates) for the site appear in the MAT Station Configuration window.
- 3 In the MAT Station Configuration window, double-click the station (or template) of interest.

The single station add form (or the template add form) appears.
- 4 Modify the fields as needed.
- 5 Click the OK button.
- 6 For stations: If you are in Maintenance mode, the synchronization dialog appears. Fill in the dialog in the same way as with the standard interface. Click the OK button.

To invoke synchronization manually if you are in Installation mode, use the Synch menu.

Adding multiple stations

- 1 From the Forms menu, select Forms Interface. <Alt>O-F

This is a toggled menu item—clicking it places a checkmark next to the name (selects it), and clicking again removes the checkmark (deselects it).

- 2 From the Forms menu, choose Select Form. <Alt>O-S

The Select Form dialog appears. This is a standard Windows file open dialog. See Figure 79.

MAT provides the following pre-defined forms:

- ARIESDTA.SFM—designed for M2xxx and M3xxx data stations
- VOICE.SFM—designed for all types of voice stations (single and multi-line)
- Default form—A general-purpose form that includes all station fields. This is a good starting point for a form with many fields. You choose to use this form by selecting the Default Form check box.

Note: MAT provides these pre-defined forms as starting-points for your own special-purpose forms. You can create forms that include just the fields you need, and templates that set values that you define. See “Creating a new form” on page 160 and “Editing an existing form” on page 162.

- 3 Select the form from the list box or select the Default Form check box. Click OK.

- 4 From the View menu, select Station. <Alt>V-S

The existing stations for the site appear in the MAT Station Configuration window.

- 5 From the Edit menu, select Add. <Ins>

The Add Station dialog appears.

- 6 Enter the number of stations that you wish to add.

- 7 Select the Customer Number in the pull-down box.

- 8 Choose a Template or Instrument.

If you choose a Template, some fields will be filled in with the default values that you chose when designing the template.

- 9 Click the check boxes to automatically assign DN or TN, as desired.

- 10 Click the OK button to open the Forms Interface window.

The multiple station add form appears. See Figure 68.

Figure 68
Multiple station add form (default form)

Default Form : M2016S 1 of 10

Next Previous Cancel Validate Print Help

First Name

Last Name

Customer Number

Location

Department

ADM

CLS

AST

AUT

AUTH 1

AUTH 2

First Name : I

- 11** Fill in the fields as described in “Station fields” on page 151.
- 12** When you have entered all desired values, Click the Next button.

This saves the station and opens the next blank station form. The Next button changes to a Finish button while you edit the last station in the group. The Finish button saves the station and closes the forms interface window.
- 13** If you are in Maintenance mode, the synchronization dialog appears. Fill in the dialog in the same way as with the standard interface. Click the OK button.

To invoke synchronization manually if you are in Installation mode, use the Synch menu.

Validating station data

You can perform two types of validation using the forms interface—field validation and station validation. These validations are the same as those in the standard interface. In addition, you have the option to relax numbering plan and hardware validations to ease the process of adding multiple stations at one time.

Field validation

The current field is automatically validated when you move to another field. If the validation fails, an error message appears, and the focus returns to the erroneous field.

Station validation

In the FormEdit window, click the Validate button to validate all values for the station. This performs the same operation as when you select Validation from the File menu.

Validating the numbering plan and hardware

You have the option to relax numbering plan and hardware validations in the following ways:

- Turn off numbering plan validation. This allows you to assign a DN not defined in the numbering plan without generating an error.
- Turn off hardware validation. This allows you to assign a TN for which there is no corresponding circuit pack without generating an error.

Turning off numbering plan and hardware validation

- 1** Start the MAT/Site/User Configuration module.
The MAT Configuration window opens. See Figure 69.
- 2** From the View menu, select Sites. <Alt>V-S
The MAT Site Configuration window opens. See Figure 70.
- 3** From the File menu, select Open Site. <Alt>F-O
The Open Site dialog appears. See Figure 71.

Figure 69
MAT Configuration window

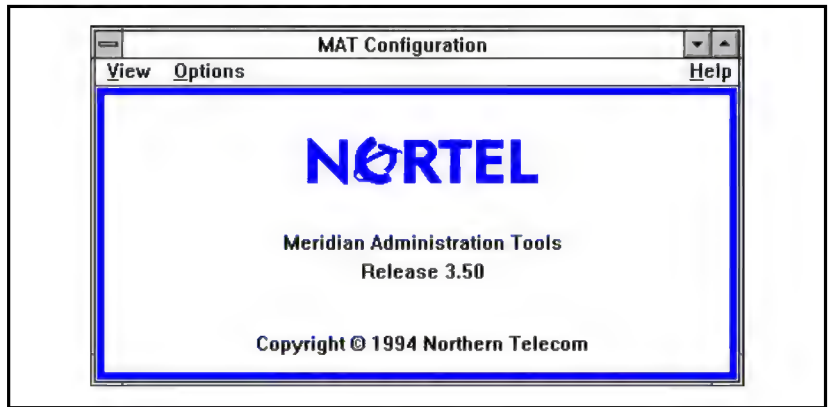
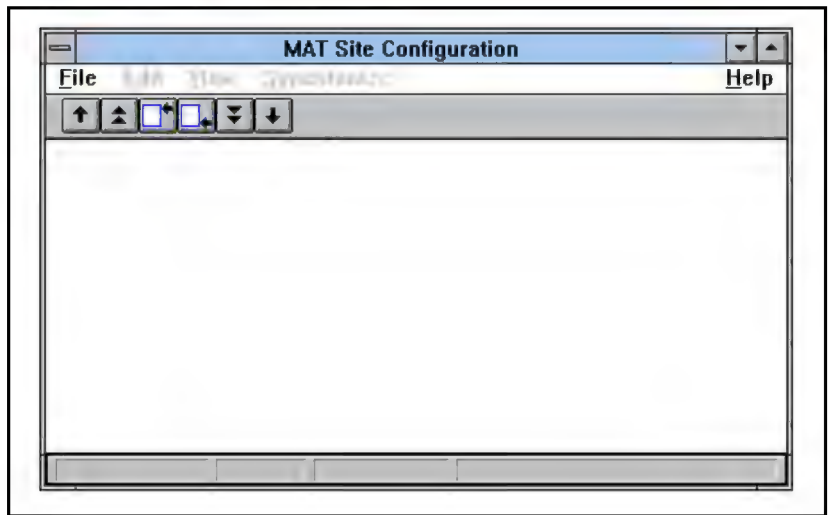
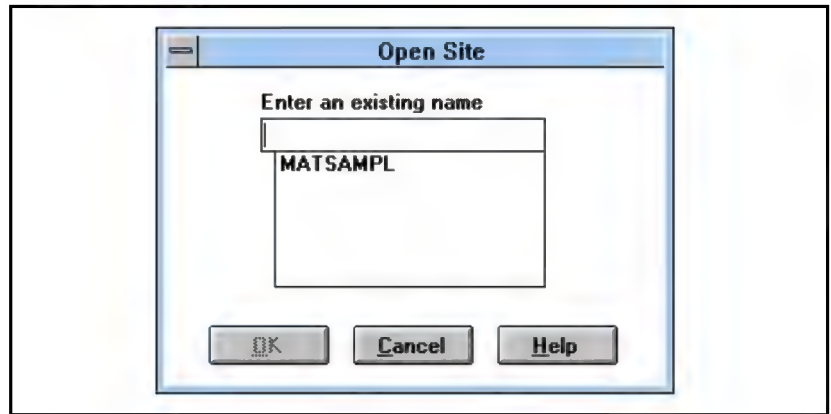


Figure 70
MAT Site Configuration window



- 4 Double-click on the site which you wish to open.
The site appears in the MAT Site Configuration window.

Figure 71
Open Site dialog



5 Double-click on the site.

The Meridian 1 Site Configuration dialog opens. See Figure 72.

Figure 72
Meridian 1 Site Configuration dialog

 The image shows the "Meridian 1 Site Configuration" dialog box. It contains several sections of fields:

- Site Name:** A text field containing "Sample Site".
- Site Contact:** A text field for "Site Contact's Name".
- Address:** A text field containing "685 East Middlefield".
- Contact Phone:** A text field containing "408 555 1212".
- City:** A text field containing "Santa Clara".
- State/Province:** A text field containing "CA".
- Cutover Date:** A text field containing "7/11/76".
- Country:** A text field containing "USA".
- ZIP/Postal Code:** A text field containing "95050".
- Meridian 1 Site ID:** A text field containing "K43765".
- Machine:** A dropdown menu showing "81,81C (CP)".
- Generic:** A dropdown menu showing "No Am".
- Release:** A dropdown menu showing "19".
- Issue:** A dropdown menu showing "7".
- Configuration Record:**
 - Maximum Speed Call Lists:** A text field containing "100".
 - Maximum ACD Agents:** A text field containing "99".
 - ☒ Multiple Loop Directory Numbers
 - ☒ Multiple Appearance Redirection Prime

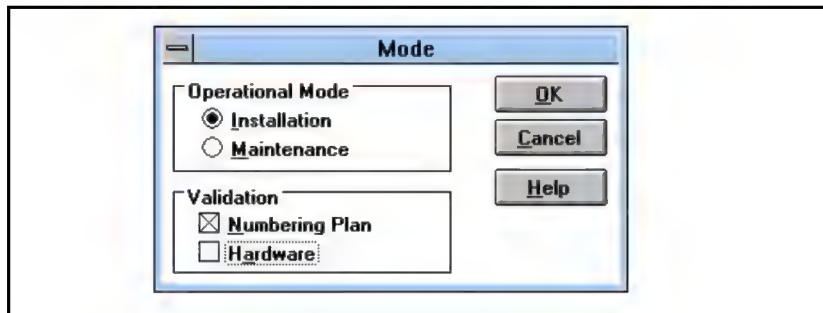
 On the right side of the dialog, there are several buttons: "OK", "Cancel", "SDI 1...", "SDI 2...", "Msgs...", "Mode...", "Fields...", "Options", and "Help".

- 6 Click the Mode button.

The Mode dialog opens. See Figure 73. In the Validation section of the dialog, an X in the selection box indicates the types of validation currently selected.

In the Validation section of the dialog, de-select (remove the X from) the type of validation you wish to turn off. In Figure 73, hardware validation is turned off, and numbering plan validation is turned on.

Figure 73
Mode dialog



- 7 Click the OK button.

Note: These validation settings affect both the forms interface and the standard interface.

Station fields

This section provides detail on the station fields that you fill in using the Forms interface.

On-line Help

At any time while using the Forms window, you can press <F1> for on-line reference information on the current field.

Types of Station field

The following basic types of station fields may appear in the forms interface:

- Class of service
- Mutli-line keys
- Single line FTR's
- Prompts—These are all fields which do not fall into one of the above categories (for examples, TN, NCOS, and TGAR)

Class of service field

The Class of service control appears as a CLS text box which can contain multiple values (the approach taken by overlays 10 and 11). Enter all CLS mnemonics for this station in the box.

You can enter multiple mnemonics for the same class of service in the CLS control (for example, CFXA and CFXD). In this case, whichever mnemonic appears last (furthest to the right) takes precedence. This is consistent with the operation of overlays 10 and 11.

The values of some class of service fields may not be visible on the form when it appears. Instead, the form shows only those classes of service which are not equal to default values. You can modify this partial configuration by adding new mnemonics or changing existing ones.

Press <F1> while within any class of service field for a complete list of class of service mnemonics in Windows Help format.

Printing the class of service configuration

The print button on the form window allows you to print a short form which shows the complete class of service configuration.

Mutli-line keys

Keys for multi-line stations appear as drop-down boxes containing all key mnemonics. As you move through the list of mnemonics, the key description appears in the message bar at the bottom of the window. Additional parameter controls appear automatically if a mnemonic requires them (and for FTRs set to Yes).

You can also type a mnemonic directly into the box. MAT tracks your typing and automatically enters the first matching key (and any associated parameter controls).

Alternately, type the first letter of the mnemonic, followed by the down arrow key. The selection moves to the mnemonic starting with that letter. Press the arrow key again to scroll down the list starting at that point.

Single line FTR's

FTRs appear as drop-down boxes containing the choices Yes and No. You can also type directly into the box. Additional parameter fields appear automatically if you set an FTR to Yes. When you move the cursor into a parameter field, the parameter description appears in the message bar at the bottom of the window.

Prompts

Prompt fields appear as either drop-down lists or as edit boxes, depending on the type of the field. Fields with a small number of predefined values appear as drop-down lists (for example, FCAR and DTR). Numeric fields and other fields with a wide range of possible values appear as edit boxes (for example, DES and FDN).

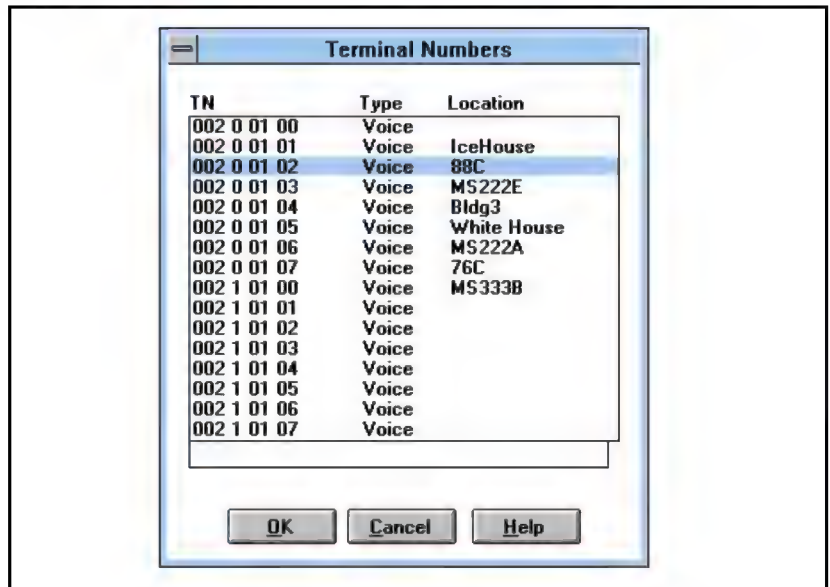
DN and TN fields

DN and TN fields allow you to use lists of values to fill in the fields. In addition, extra fields appear as needed to allow you to enter parameter values.

TN fields

When you edit a field with a TN type value, press <Ctrl>T (or double-click in the field) for a list of TNs compatible with the current station type. See Figure 74.

Figure 74
TN value list



DN fields

In addition to station fields, you need to modify fields that are not directly associated with the current station, but which are associated with DNs that appear on the station. You can use the following DN fields in the forms interface:

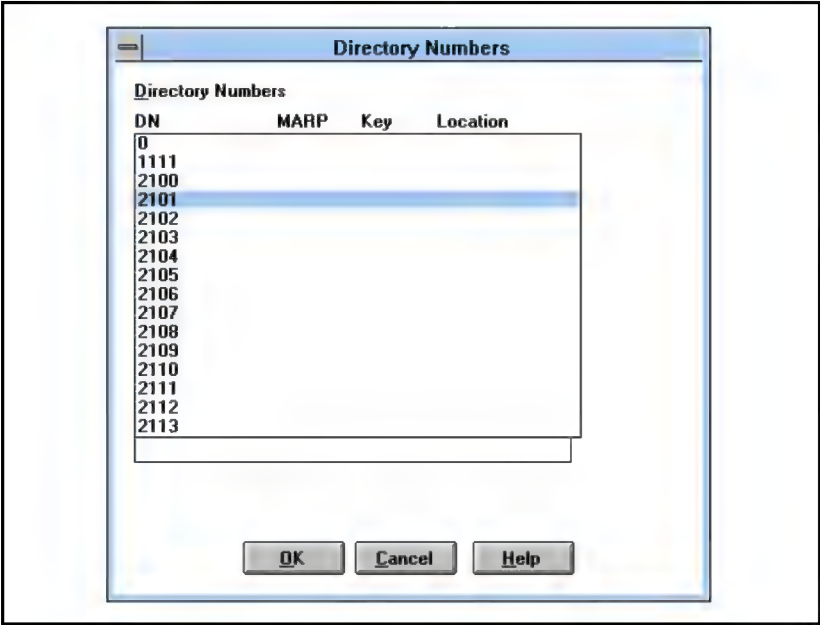
- MARP
- CPND
- VMB

Note: DN data is applicable to stations only—not templates. Therefore, the MARP, CPND, and VMB controls described below appear only on a form when operating on stations.

Templates do not actually have DNs. Even if a template is configured with a fully specified DN, no DN record will be added to the database until a station is created using the template. Therefore, at the time a template is created, there is no way to store any DN data.

Press <Ctrl>D while in a DN field (or double-click in the field) for a list of DNs. See Figure 75. In the standard interface, MARP, CPND, and VMB

Figure 75
DN value list



appear as buttons on the DN list dialog. In the forms interface, ARP, CPND, and VMB appear as fields on the main form.

MARP

The MARP drop-down list appears below the DN field with which it is associated. Multiple appearance DNs have allowed values of Yes and No. Single appearance DNs have an allowed value of Yes. The MARP field appears below the DN field of a single-line station and below the following multi-line keys:

- MCN
- MCR
- PVN
- PVR
- SCN
- SCR
- HOT_L_2WAY
- HOT_D_2WAY

Note: The following Meridian 1 releases do not support MARP, therefore MARP does not appear on their forms:

- North American releases 14 and 17
- International release 16.9X G

CPND

The CPND name field is a single drop-down list—further fields appear to the right if you choose a CPND value that requires them. See Figure 76. A CPND field appears below the DN field of a single line station, as well as below the following multi-line keys:

- MCN
- MCR
- SCN
- SCR.

You can choose one of the following values from the drop-down list:

- None—Performs no CPND operation
- Add—Creates a new CPND name (appears only if no name exists yet for the DN)
- Delete—Removes an existing CPND name
- Update—Modifies an existing CPND name

CPND Parameter Fields

As you move the cursor into a parameter field, the parameter description appears in the message bar at the bottom of the window. See Figure 76. The following parameter fields appear to the right of the CPND field when you choose a value other than None:

Figure 76
CPND parameter fields

The screenshot shows a dialog box titled "Default Form: M0914". It contains several input fields and buttons. At the top are buttons for "OK", "Cancel", "TabNext", "Print", and "Help". Below these are the following fields:

- A text box labeled "XLS#".
- A "Key #" field with a dropdown menu showing "MCR" and a numeric field showing "5000".
- A "MCR#" field with a dropdown menu showing "Yes".
- A "CPND" field with a dropdown menu showing "Update", followed by a "Re:" field with a dropdown menu showing "None", a "Name:" text box containing "Harry", a "Release:" text box, a "FIRS" field with a dropdown menu showing "FIRS", and a "LAST" field with a dropdown menu showing "LAST".
- A "YMB" field with a dropdown menu showing "None".
- A "Key #" field with a dropdown menu showing "MCR" and a numeric field showing "5013".
- A "MCR#" field with a dropdown menu showing "Yes".

At the bottom of the dialog box is a status bar that reads "Call Path Home Digits Overview".

- Get from location—drop-down list containing Yes and No
- First name—text box
- Last name—text box
- Expected length—text box. This field is only added if the name has Synch Status NEW, and static allocation is enabled in the CPND configuration.
- Format—drop-down list containing FIRS and LAST

- Language—drop-down list containing ROM and KAT. This field appears only if package 211 (Multi-language CPND) is enabled for the site.

Some additional attributes of the name controls follow:

- If the Get From Location field is Yes, then the First name and Last name controls are dimmed and disabled, and contain the name from the First name and Last name fields of the station.
- If the operation is Delete, then the additional name controls are dimmed and disabled. This allows you to view the name which is to be deleted, but not to modify it.

Note: CPND depends on package 95 (Call Party Name Display). If package 95 is not enabled for a site, the CPND field will not appear on the form.

VMB

VMB appears initially as a drop-down list—additional fields appear as needed. See Figure 77.

Figure 77
VMB fields

The screenshot shows a dialog box titled "Default Form : M2616". It contains several fields and buttons. At the top are buttons for "OK", "Cancel", "Validate", "Print", and "Help". Below these are the following fields:

- VMB**: A drop-down menu currently showing "Add", followed by three empty text boxes, and a "No" button with a drop-down arrow.
- Key 2**: A drop-down menu showing "CH_D", followed by a drop-down arrow, and two text boxes containing "04" and "6001".
- Key 3**: A drop-down menu showing "RGA", followed by a drop-down arrow.
- Key 4**: A drop-down menu showing "CFW", followed by a drop-down arrow, and two text boxes containing "08" and "95551212".

At the bottom of the dialog box is a field labeled "Class of Service :".

A VMB appears below the DN field of a single line station, and below the following multi-line keys:

- MCN
- MCR
- SCN
- SCR

The drop-down list contains the VMB operation to be performed, and allows the following values:

- None—Perform no VMB operation
- Add—Create a new VMB (appears only if no VMB exists yet for the DN)
- Delete—Remove an existing VMB (appears only if a VMB already exists)
- Update—Modify an existing VMB (appears only if a VMB already exists)

If you select an operation other than None, then additional fields appear to the right of the VMB field. The additional fields are listed below in the order in which they will appear from left to right.

- Class of service (text edit field)
- Second DN (text edit field)
- Third DN (text edit field)
- Keep messages (drop-down list containing No and Yes). This control is only added if the voice mailbox has Synch Status NEW.

As you select a VMB field, the description appears in the message bar at the bottom of the window. Additional parameter fields appear automatically if a VMB requires them.

If the VMB operation is Delete, then the additional fields are dimmed. This allows you to view the VMB which is to be deleted, but not to modify it.

Note: VMB depends on package 246 (Voice Mailbox Administration). If this package is not enabled for a site, then the VMB fields do not appear on the form.

Designing forms and templates using the forms editor

The MAT application assumes that Station form files are located in the C:\MATWORK subdirectory, using a “.SFM” file extension. You can, however, place these form files anywhere you wish.

MAT provides the following pre-defined forms:

- ARIESDTA.SFM—designed for M2xxx and M3xxx data stations
- VOICE.SFM—designed for all types of voice stations (single and multi-line)
- Default form—A general-purpose form that includes most station fields. This is a good starting point for a form with many fields. Instead of selecting this form in the file-selection box, you select this form by selecting the Default Form check box.

Creating a new form

To create a form “from scratch”, follow these steps:

- 1 From the Forms menu, select Forms Interface. <Alt>O-F
- 2 From the Forms menu, select Edit Custom Form. <Alt>O-E

The FormEdit dialog appears.

- 3 From the File menu, select New to open a new form. <Alt>F-N

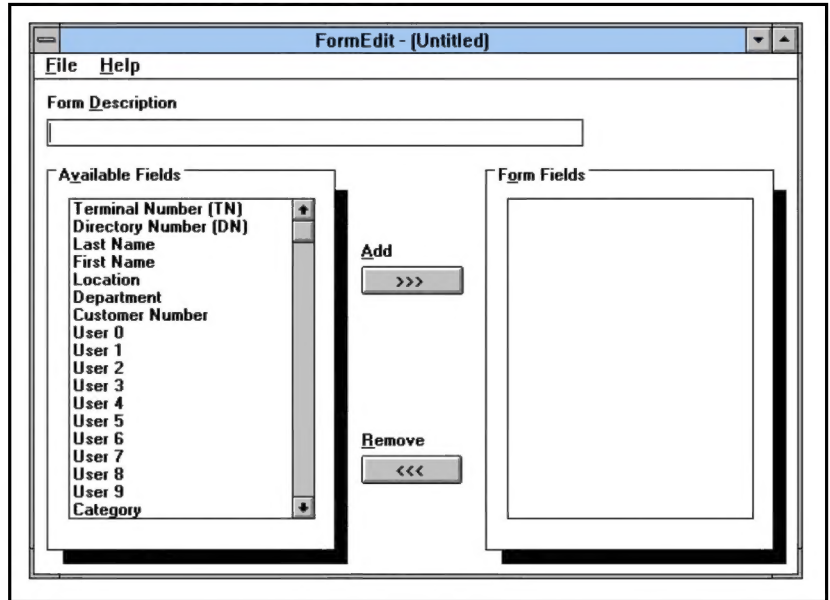
The FormEdit window appears with no fields in the Form Fields list. See Figure 78.

- 4 From the Available Fields list, select the first field you wish to include in the form, and click the Add button.

The field moves to the Form Fields list.

Alternately, you can select one or several fields to drag from the Available Fields list to the Form Fields list.

Figure 78
FormEdit window for a new form



- 5 Move all the desired fields to the Form Fields list.

To change the order of the fields, click and drag the item up or down in the list.

To remove an item from the list, click and drag from the Form Fields list to the Available Fields list, or select the item and click Remove.

- 6 When the Form Fields includes all the desired fields in the correct order, type a descriptive phrase in the Form Description text box.

This is a phrase to help you remember the form's usage, not the filename.

- 7 From the File menu, select Save to save the form file. <Alt>F-S

The Save As window appears, allowing you to name the new form. Enter a filename and click OK.

Alternately, to exit the forms editor without saving the form, choose Exit from the File menu. A warning box prompts whether you wish to save the changes before exiting the editor.

Editing an existing form

To edit an existing form, follow these steps:

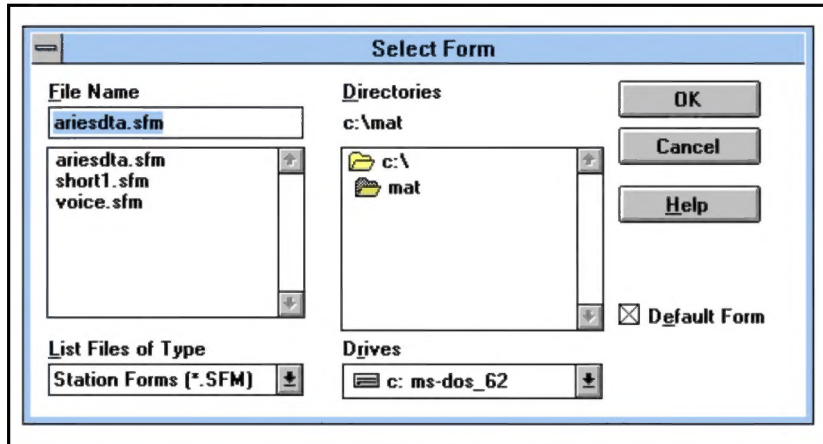
- 1 From the Forms menu, select Forms Interface. <Alt>O-F
- 2 From the Forms menu, choose Edit Custom Form. <Alt>O-E

The FormEdit dialog appears.

- 3 From the File menu, select Open to install a form. <Alt>F-O

The Select Form dialog appears—this is a standard Windows dialog. See Figure 79.

Figure 79
Select Form dialog



MAT provides the following pre-defined forms:

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- VOICE.SFM—designed for all types of voice stations (single and multi-line)
- Default form—A general-purpose form that includes most station fields. This is a good starting point for a form with many fields. You choose to use this form by selecting the Default Form check box.

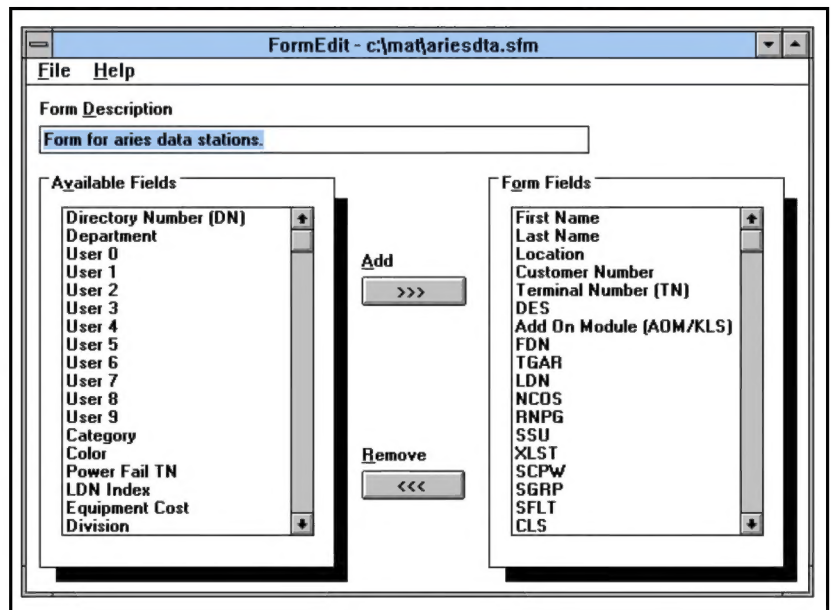
Note: The sample forms provided with MAT are a good starting point for many forms you might create. Be sure to rename the form when you save it, however. Subsequent versions of MAT will use the same default filenames, so any files you create using the default filenames will be overwritten, and thus lost.

- 4 Select the form from the list box or select the Default Form check box. Click OK.

- 5 From the Forms menu, select Edit Custom Form. <Alt>O-E

The FormEdit dialog opens. See Figure 80.

Figure 80
FormEdit window (M2xxx and M3xxx data stations)



- 6 From the Available Fields list, select the field you wish to include in the form, and click the Add button.

The field moves to the Form Fields list.

Alternately, you can select one or several fields to click and drag to move from the Available Fields list to the Form Fields list.

- 7 Move all the desired fields to the Form Fields list.

To change the order of the fields, click and drag the item up or down in the list.

To remove an item from the list, click and drag from the Form Fields list to the Available Fields list, or select the item and click Remove.

- 8 When the Form Fields includes all the desired fields in the correct order, type a descriptive phrase in the Form Description text box.

Note: This is a phrase to help you remember the form's usage, not the filename.

- 9 From the File menu, select Save As to save the modified form file.
<Alt>F-A

Alternately, to exit the forms editor without saving the form, choose Exit from the File menu. A warning box prompts whether you wish to save the changes before exiting the editor.